

DEPUTY SHERIFF CORPORAL

GENERAL STATEMENT OF DUTIES

Performs law enforcement work in protecting the lives, property, and rights of citizens in the county, and in serving a variety of civil court papers for the Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of law enforcement duties in the Criminal Patrol Division, Civil Division, or in other related work units. In the Criminal Patrol Division, duties include responding to complaint calls, preventive patrolling in an official vehicle to deter crime and apprehend violators or suspects, and serving criminal court papers such as warrants, capiases, and subpoenas. In the Civil Division, duties include receiving and serving civil process papers such as summons, executions, subpoenas, attachments, claim and delivery, and ejectment. Tact and firmness are required in frequent public contact. Work is performed in accordance with established policies and procedures of the Sheriff's Department, and is supplemented by frequent specific instructions. The employee is subject to hazards of law enforcement work. Work is performed under the general supervision of the Lieutenant and is evaluated for adherence to departmental policies and for effectiveness with which assigned duties are discharge.

ILLUSTRATIVE EXAMPLES OF WORK

- Performs duties as found in the Deputy Sheriff specification.
- Patrols an assigned zone of the County; inspects troublesome areas and checks security of residences and business establishments; answers complaint calls and assists in investigating crimes and disturbances; interviews witnesses, gathers evidence, interrogates suspects, and makes arrests; prepares initial investigation report.
- Serves criminal court papers such as warrants, capiases, subpoenas, and commitment papers; explains briefly the meaning of papers served and makes arrest when necessary.
- Serves civil process papers such as summons, executions, subpoenas, attachments, claim and delivery, and ejectments; explains briefly the meaning of papers served and remains on the scene after serving certain civil papers until the civil process is completed.
- Cooperates with law enforcement officers of other governmental units in making investigations or arrests.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of modern law enforcement practices, procedures, and investigation techniques.
- Considerable knowledge of county, state, and federal laws relative to civil and criminal processes.
- Considerable knowledge of the content and purpose of legal papers and the practices involved in serving them.
- Skill in the use of firearms and other law enforcement equipment.
- Ability to exercise sound judgment in emergency and situations and to adopt quick, effective, and reasonable courses of action.
- Ability to establish and maintain effective working relationships with the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with two (2) years law enforcement experience, or an equivalent combination of experience and training.

SPECIAL REOUIREMENT

Refer to the N.C. Criminal Justice Training and Standards Council Act and the N.C. Criminal Justice Training and standards Council for employment, education, and training standards for law enforcement officers.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 1/2002